Your details

Name: Contact Number:

Email address: Home Address:

Position/Relation to child:

Child Details

Name: Date of birth:

Sex: Male Female

Other relevant information about the child (i.e mental and physical health or any other contextual information)

Parent/Guardian/carer details

Name: Phone Number:

Email:

Have the child’s parent(s), carer(s)/guardian(s) been informed of the incident?

Yes No

Additional information:

Details of concerns/allegation

Are you reporting concerns raised by Yourself Someone else

If you are reporting concerns/allegations raised by someone else, please provide additional information below:

Name: Contact Number:

Email address: Home Address:

Position/Relation to child:

Date and time of incident:

Date and time allegation:

Actions taken to date? (please give details of who else has been informed, including if parents have been informed and any relevant contact details)

Details of Incident/ Concerns/allegations

Details of the concern (be clear with which details are fact and which are speculation, record any injuries):

Details of who was involved (include any witnesses and any people who are allegedly involved in the abuse/harm):

Details of what the child said (ensure you use the child’s exact words):

Signed: Date:

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Please send this incident report form to Kerry Broughton (club safeguarding and welfare officer) [Safeguardbounceandflex@gmail.com](mailto:Safeguardbounceandflex@gmail.com).

If you think a child is in immediate danger or harm please contact the police immediately by calling 999.

For Safeguarding and welfare officer notes only. (what actions have been taken at present):

Designated safeguarding lead signature:

Date: